

CONSTITUTION AND BYLAWS

OF THE

Dallas, Texas Area Local #732 American Postal Worker's Union AFL- CIO

As AMENDED NOVEMBER 26, 2016

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ARTICLE 1

Name

This organization chartered by the American Postal Workers Union, AFL-CIO, Washington, D.C.; shall be known as Dallas, Texas Area Local, American Postal Workers Union, AFL-CIO.

ARTICLE 2

Object

The object of this organization is to assist the national organization in an honorable and legal manner, in its efforts to secure legislation, improve working conditions of all postal employees, to promote good fellowship among its members, assist in all possible means in promoting efficiency in the Postal Service, and to protect the rights of all postal workers.

ARTICLE 3

Time of Regular Meetings

Section 1. Regular meetings will be held on the second Sunday of each even-numbered calendar month, convening at 2:00 PM with the exception of those months in which the meeting date is in conflict with a holiday and Easter weekend. The meetings for those months will be held on the third Sunday of the month. There will be a special meeting held on the third Sunday in May of each election year. In the event it becomes necessary for any reason to change the place of the meeting, notice will be posted on all bulletin boards and the Local's website at least one (1) week prior to the meeting stating the location of the meeting.

Section 2. Any exceptions to the time or date of meetings, as stated in Section 1, must be approved by a two-thirds majority of those present and voting at a preceding regular meeting of the Local.

ARTICLE 4

Membership

Section 1. Any employee not exercising supervisory authority, and who works in an installation and craft represented exclusively by the Local, shall be eligible for Active Membership in this Local. Active members shall have full voice and vote in all matters pertaining to the organization.

Section 2. Employees who do not qualify for Active membership may be granted an Associate membership in the Local for Health Plan participation only. Active members shall have the floor at all the meetings, except by a two-thirds vote of the members present and voting. Associate members shall not be eligible to vote or hold office in the Local. Associate members shall not be delegates to any convention.

Section 3. Vested Active membership will be given to a member only if two-thirds majority of those present and voting at a regular meeting vote in favor. The Local shall pay all Per Capita Tax payments of Vested Active members. Vested Active members shall have full voice and vote in all matters pertaining to the organization.

Section 4. Members of this Local who retire from the Postal Service may maintain full active membership by continuing to pay full Per Capita Taxes to the National

APWU plus whatever local dues may be required.

Section 5. All applicants for membership must present a signed Dues Check-Off Form when they apply for membership.

Section 6. All members of the Local shall be in their respective craft divisions.

Section 7. Any person maintaining membership in a management or supervisory organization shall not be eligible for active membership in this Local.

Section 8. No person eligible under the above provisions shall be denied membership because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion

ARTICLE 5

Membership Protection

Section 1. Offenses which shall subject any member or officer to disciplinary action shall be those described in Article 15, Section 1, of the National Constitution of the APWU - AFL-CIO.

Section 2. All charges shall be filed and processed in accordance with Article 15 of the National Constitution of the APWU - AFLCIO.

ARTICLE 6

Officers

Section 1. The officers of this Local shall consist of:

A. General Officers: President, Executive Vice President, Secretary/Treasurer, Health Plan Director, Editor of the Local Paper, Sergeant-at-Arms, three Trustees, BMC Director and Director of Human Relations/Chaplain.

B. Clerk Craft Division: Director, Assistant Director, Business Agent Area 1, Business Agent Area 2, Business Agent Area 3, Business Agent Area 4, Business Agent BMC.

C. Motor Vehicle Service Craft Divisions: Director, Assistant Director, Business Agent 1 and Business Agent BMC.

D. Maintenance Craft Division: Director, Assistant Director, Business Agent 1 and Business Agent BMC.

All elected officers shall serve for a term of three years.

Section 2. Any officer named in Section 1 may appoint an assistant, with the approval of the Executive Board.

Section 3. The officers shall take the following oath after their election and shall assume their duties immediately after having this oath administered: "I, (name of officer), do hereby promise, swear or affirm that I will serve the office to which I have been elected or appointed and, until my successor is duly installed, will perform all duties of my office to the best of my skill and ability. I will obey, support and maintain the Resolutions and the Constitution and By-Laws of the National, State and Local bodies of the American Postal Workers Union, AFL-CIO, so help me God."

Section 4. Any member of this Local who has been placed on any Postal Service Supervisor Roster, or who is placed in the position of Acting Supervisor, will not be permitted to hold a position on the Executive Board, nor to serve as an officer, steward or delegate of the Local. He/she must resign his/her position immediately upon assuming

the position of an acting supervisor or within ten (10) days of learning that he/she has been placed on any Postal Service Supervisor Roster. If his/her resignation is not forthcoming within ten (10) days, the President of the Local has the authority and responsibility of declaring the position vacant in accordance with the provisions of the LMRDA. The President shall fill the position in the manner prescribed in this Constitution consistent with the Constitution and By-Laws of the National body of the APWU. Full eligibility to serve as a member of the Executive Board, officer, steward or delegate in this Local will be restored to any such member mentioned above upon receipt, by the President of the Local, a copy of a letter submitted by the member to the Postmaster, in which he/she has requested that he/she not be considered for promotion to a supervisory position or to a position of acting supervisor. Article 10 of the National APWU Constitution & By-Laws, as amended in August of 2012, provides a further restriction on eligibility and is binding on the local.

Section 5. The President shall fill vacancies of the general officers, subject to a majority approval of the Executive Board.

Section 6. In the Clerk Craft, MVS Craft and Maintenance Craft, the respective Director shall fill all vacancies, subject to a majority approval of the Executive Board.

Section 7. In the event of a temporary vacancy, the Assistant Director shall act as Craft Director. However, in the event of a permanent vacancy of any Craft Director, the President shall call a meeting of the remaining officers of the craft in which the vacancy for Craft Director occurs. They shall then select a nominee, for the approval of the Executive Board, to serve as Craft Director until the next regular election of the Local. In the event there are no remaining craft officers, the President shall then meet with the Trustees and together they shall present the name of the nominee to the Executive Board.

ARTICLE 7

Salaries and Expenses of Officers

Section 1: The President shall receive a salary of **\$39.89** an hour with increases as received by Postal employees in Level 10 RC. He/she will be reimbursed for local travel expenses and other reasonable and necessary expenses incurred while performing duties of his/her office. Travel reimbursement shall be at the current Internal Revenue Service rate with reasonable parking fees. Request for such reimbursement must be submitted as an itemized statement. Upon authorization of the President, any officer or steward of the Local shall be reimbursed for lost time.

Section 2: The Executive Vice-President shall receive a salary of **\$36.90** per hour with increases received by postal employees in Level 9 RC. He/she shall be reimbursed for travel and reasonable and necessary expenses. Travel shall be reimbursed at the current Internal Revenue Service rate.

Section 3: The Director of Human Relations/Chaplain shall receive a salary of \$70.00 per month.

Section 4: The Secretary-Treasurer shall receive a salary of **\$32.23** an hour with increases as received by postal employees in Level 7 Step 0. He/she shall be reimbursed for reasonable and necessary expenses.

Section 5: The Health Plan Director shall receive a salary of \$150.00 per month.

Section 6: The Editor of the Local paper shall receive a salary of \$100.00 per month.

Section 7: The BMC Director shall receive a salary of \$210.00 per month.

Section 8: Each of the Trustees shall receive a salary of \$35.00 per month.

Section 9: The Sergeant-at-Arms shall receive a salary of \$35.00 per month.

CLERK CRAFT

Section 10: The Clerk Craft Director shall receive a salary of **\$34.97** an hour with salary increases as received by postal employees in Level 7 RC. He/she shall be reimbursed for travel and reasonable and necessary expenses. Travel reimbursement shall be at the current Internal Revenue Service rate.

Section 11: The Assistant Director of the Clerk Craft shall receive a salary of \$70.00 per month.

Section 12: The Business Agent of Area I of the Clerk Craft shall receive a salary of \$35.00 per month.

Section 13: The Business Agent of Area II of the Clerk Craft shall receive a salary of \$35.00 per month.

Section 14: The Business Agent of Area III of die Clerk Craft shall receive a salary of \$35.00 per month.

Section 15: The Business Agent of Area IV of the Clerk Craft shall receive a salary of \$35.00 per month.

Section 16: BMC Business Agent shall receive a salary of \$35.00 per month. He/she shall be a delegate to all state and national.

MOTOR VEHICLE SERVICE CRAFT

Section 17: The Director of the Motor Vehicle Services Craft shall receive a salary of \$160.00 per month.

Section 18: The Assistant Director of MVS Craft shall receive a salary of \$50.00 per month.

Section 19: The Business Agent I of MVS Craft shall receive a salary of \$35.00 per month.

Section 20: The BMC Business Agent of MVS Craft shall receive a salary of \$35.00 per month. He/she shall be a delegate to all state and national conventions of the APWU.

MAINTENANCE CRAFT

Section 21: The Director of the Maintenance Craft shall receive a salary of \$175.00 per month.

Section 22: The Assistant Director of the Maintenance Craft shall receive a salary of \$65.00 per month.

Section 23: The Business Agent I of the Maintenance Craft shall receive a salary of \$35.00 per month.

Section 24: The BMC Business Agent of the Maintenance Craft shall receive a salary of \$35.00 per month. He/she shall be a delegate to all State and National Convention of the APWU.

Section 25: Each full-time officer of the Local shall be advanced the total hours of annual leave and sick leave that he/she would have earned from the Postal Service. Said leave will be computed annually beginning on the second Sunday in June of the year

that he/she takes office. In the event of "special circumstances" involving a documented illness exceeding the amount of sick leave earned, a recommendation from the Executive Board to the Membership, voted on at a regularly scheduled Union meeting, will determine the outcome. All leave requests by full-time officers will be submitted to the President with a copy to the Secretary-Treasurer. The Secretary-Treasurer will record all leave taken and this information will be a part of the quarterly financial report."

ARTICLE 8

Duties of Officers

Section 1: The President shall preside at all meetings, preserve order, enforce the Constitution and By-Laws, fill all vacancies in the manner prescribed by the Constitution, appoint committees not otherwise provided for, sign all warrants drawn on the treasury, sign all contracts or other documents authorized by the Local, appoint all officers not in an elected position (except stewards) and attend, as a delegate of this Local, the State and National Conventions, any merger conventions and all legislative rallies.

Section 2: The Executive Vice President shall perform the duties of the President in case of his/her absence or inability to attend to the duties of his/her office. He/she shall, in the absence of the President, be authorized to sign all documents normally signed by the President. He/she shall perform all other such duties as may be assigned to him/her. He/she shall attend, as a delegate of this Local, the State and National Conventions, any merger conventions and all legislative rallies.

Section 3: The Secretary/Treasurer shall be responsible for keeping the minutes of all regular and special meetings and shall read these minutes when called to do so, including a report of new members for the previous month. He/she shall furnish copies of the minutes of any of the meetings to any officer, upon request. He/she is responsible for notifying all concerned when a special meeting is called. He/she shall also keep and provide, for all meetings, the Master Constitution and By-Laws of this Local and shall keep copies of all amendments as passed.

In the event of the death or resignation of the President, the Secretary/Treasurer shall, within five (5) days, call a meeting of the Executive Board for the purpose of selecting a President. A two-thirds majority vote of those present and voting shall prevail in this selection. Nominations shall be made and, if there are more than two candidates for this position, the candidates receiving the lowest number of votes will not be eligible for the next ballot.

The Secretary/Treasurer is responsible for keeping a record of all members of the Area Local. This record will include Social Security Number, Name, Address, amount of dues paid and month for which last payment was received. He/she shall inform the National Office, no less than once each month, of all new members, all deletions from our rolls, all name changes, all address changes and such other information as may be requested from time to time by the Secretary/Treasurer of the National. He/she shall also furnish the above information to the Local President and the Health Plan Director upon request.

He/she shall receive all applications for membership (Form 1187) and is responsible for mailing each new member a Welcome Letter and a Membership Card. He/she shall handle all correspondence relative to membership and dues.

It shall further be the responsibility of the Secretary/Treasurer to insure that address

labels shall be available for local publications and for all elections in which ballots are mailed.

The Secretary/Treasurer shall receive all funds to the Local from any source, and shall tender a receipt upon request. He/she shall deposit all monies in a Bank or Financial Institution approved by the Local, and shall disburse all money by check countersigned by the President. He/she shall keep a complete account of all monies received from all sources and shall make a financial report at each regular meeting of the Local. He/she shall keep a record of all financial transactions of the Local, and shall be responsible for the payment of all bills incurred by the Local. He/she shall be a member of the Budget Committee.

Section 4: The Health Plan Director shall be responsible for distributing claim forms, brochures\ and other information to the members of the Local. He/she shall work under the direction and supervision of the President (except as otherwise specified in the Local Constitution and By-Laws) and shall be available in the Union office on a regular schedule as necessary to meet the needs of the Local.

Section 5: The Editor of the Local Paper shall be responsible for gathering and assembling of all news items for the paper and forwarding these items to the printer. He shall be responsible for the mailing of the Local paper to all active members of this Local and may mail copies to other local editors or presidents. He, along with the Executive Board, shall make decisions regarding the name of the paper, subscription rates, format, handling necessary business transactions with the printer, or others, and such duties pertaining to the Local paper as may be prescribed by the Executive Board.

Section 6: The Sergeant-at-Arms shall be under the direct supervision of the Chairperson at all meetings, responsible for the care of the flag of the United States of America, bringing it to each meeting. He/She shall secure a list of all members present at each meeting and give the list to the Secretary/Treasurer for the permanent records of the Local.

Section 7: The Director of Human Relations/Chaplain shall give the invocation at the beginning of each regular meeting and shall be Chairperson of the Sick and Welfare Committee. In the event of sickness or death of a member or his/her immediate family, the Director of Human Relations/Chaplain shall send an appropriate card in the name of the Local. He/she shall develop a program of human relations for the Local, with the advice and consent of the Executive Board and shall provide assistance and consultation to other officers and stewards in representing employees in complaint proceedings other than the grievance-arbitration procedure. He/she is a delegate to National Human Relations Seminars.

Section 8: Trustees. There shall be three (3) Trustees. The Trustees shall audit all financial records of the Local semi-annually or at such times as they or a majority of voting members may deem necessary. They shall have general supervision of all other records of the Local. They shall ensure that all officers of the Local are performing their respective duties in accordance with the Constitution and By-Laws and that all other provisions of the Constitution are upheld. They shall make the necessary arrangements to insure all property of the Local. They shall set up and maintain an up-to-date inventory file of all Local property showing type of property, cost, date of purchase, location of property and any other pertinent information relative to the Local property or equipment.

Section 9: The BMC Director shall, in conjunction with the respective Craft

Directors, be responsible for coordinating the activities of all officers and stewards at the Dallas BMC, and shall process all necessary Step 3 and Arbitration grievance appeals originating at the BMC. He/she shall be a part-time officer under the direction and supervision of the President (except as otherwise specified herein), and shall be authorized up to fifteen (15) hours paid LWOP per week, as approved by the President. He/she shall be a delegate to all State and National conventions of the APWU and future BMC seminars.

CLERK CRAFT

Section 10: The Director of the Clerk Craft shall be responsible for the craft. He/She shall also be responsible for processing all grievances in the craft. He shall be a delegate to all State and National Conventions of the APWU. He/She shall appoint and certify all stewards for the craft, with the approval of the President.

Section 11: The Assistant Director of the Clerk Craft shall assist the Director of the Clerk Craft in all areas beneficial to the craft, and shall perform the duties of the Craft Director in case of absence or incapacitation.

Section 12: The Business Agent for Area 1 shall assist the Director of the Clerk Craft in the representation of Clerk Craft employees, providing consultation for stewards, processing grievances and increasing Union membership, union participation and union awareness within Area I. The stations, branches and associate offices comprising Area 1 shall be designated by the Craft Director, with the approval of the President.

Section 13: The Business Agent for Area 2 shall assist the Director of the Clerk Craft in the representation of Clerk Craft employees, providing consultation for stewards, processing grievances and increasing Union membership, union participation and union awareness within Area II. The stations, branches and associate offices comprising Area 2 shall be designated by the Craft Director, with the approval of the President.

Section 14: The Business Agent for Area 3 shall assist the Director of the Clerk Craft in the representation of Clerk Craft employees, providing consultation for stewards, processing grievances and increasing Union membership, union participation and union awareness within Area 3. The stations, branches and associate offices comprising Area 3 shall be designated by the Craft Director, with the approval of the President.

Section 15: The Business Agent for Area IV shall assist the Director of the Clerk Craft in the representation of Clerk Craft employees, providing consultation for stewards, processing grievances and increasing Union membership, union participation and union awareness within Area 4. The stations, branches and associate offices comprising Area 4 shall be designated by the Craft Director, with the approval of the President.

Section 16: The BMC Business Agent shall assist the Director of the Clerk Craft in the representation of Clerk Craft employees, processing grievances and increasing Union membership, union participation and union awareness within the Dallas BMC. He/She shall be a delegate to all State and National Conventions of the APWU.

MOTOR VEHICLE SERVICE CRAFT

Section 17: The Director of the Motor Vehicle Service Craft shall be responsible for the craft. He/She shall also be responsible for processing all grievances in the craft. He/She shall be a delegate to all State and National Conventions of the APWU. He/She shall appoint and certify all stewards for the craft with the approval of the President.

Section 18: The Assistant Director of the MVS Craft shall assist the Director of the MVS Craft in handling grievances of the maintenance section and shall perform such other duties as may be assigned to him/her.

Section 19: The Business Agent I of the MVS Craft shall assist the Director of the MVS Craft in handling grievances of Terminal drivers and shall perform such other duties as may be assigned to him.

Section 20: The BMC Business Agent of the MVS Craft shall assist the Director of the MVS Craft in handling grievances for employees of the MVS Craft at the Dallas BMC and shall perform such other duties as may be assigned to him. He/She shall be a delegate to all State and National Conventions of the APWU.

MAINTENANCE CRAFT

Section 21: The Director of the Maintenance Craft shall be responsible for processing all grievances of the craft. He/She shall be a delegate to all State and National Convention of the APWU. He/She shall appoint and certify all stewards for the craft with the approval of the President.

Section 22.The Assistant Director of the Maintenance Craft shall assist the Director of the Maintenance Craft in handling grievances and shall perform such other duties as may be assigned to him/her.

Section 23: The Business Agent I of the Maintenance Craft shall assist the Director of the Maintenance Craft in handling grievances and shall perform such other duties as may be assigned to him/her.

Section 24: The BMC Maintenance Craft Business Agent shall assist the Director of the Maintenance Craft in handling grievances for employees of the Maintenance Craft at the Dallas BMC and shall perform such other duties as may be assigned to him/her. He/She shall be a delegate to all State and National Conventions of the APWU.

ARTICLE 9

Election of Officers

Section 1: All elective officers shall be elected according to the procedures hereafter explained.

Section 2: The Editor shall have printed in the February issue of the Local paper each election year, a notice of nominations and elections.

Section 3: At the regular meeting in April of each election year, nominations for all elective officers, as named in Article 6, Section 1 shall be made.

Section 4: Candidates for any craft position must be members of the craft in which they seek such positions and they are to be elected only by members of that craft. Further, candidates for BMC office must be employed at the Dallas BMC.

Section 5: Any member in good standing shall be eligible to be a candidate for office or convention delegate. A member prevented by the requirements of his or her postal employment, or competing reasons, from attending a regular membership meeting, may no later than ten (10) days after such meeting, file with the Union by certified mail, FAX, or walk-in, a written request including all relevant facts that the absence be excused. The Trustees of the Local will act on each properly delivered request and will report to the regular membership meeting of its acceptance or rejection.

If the Trustees disapprove the request, the Secretary/Treasurer shall notify the member, in writing, by certified mail. The member may appeal the Trustees decision at the next membership meeting. The membership's decision shall be final.

Section 6: No member holding office in any other unions representing postal employees can be elected or appointed as an officer for the Local. No member shall be a candidate for more than one office.

Section 7: An Election Committee shall be appointed by the President and shall consist of not fewer than five (5) members including an outside ballot association. No member of the Election Committee shall be a candidate for said election while serving on such committee.

The President shall select a recognized outside ballot association to conduct the election as a member of the Election Committee, when economically feasible. The selected outside ballot association shall mail ballots to each member in good standing at his or her last-known address. Notice shall be enclosed with the ballot advising the member of the deadline by which the ballot must be received by the Election Committee in order to be counted.

The Election Committee shall be responsible for the conducting of the election and shall decide all controversies arising out of the election process, including nominating procedures. All candidates must make written certification that they have not served in or applied for a managerial or supervisory position within the past 24 month period prior to nomination, and must sign a consent form for the Election Committee to verify same through Postal Service records. . If any officer is subsequently found guilty of noncompliance he/she will be immediately impeached.

Section 8: It shall be the duty of the Secretary/Treasurer to furnish the Election Committee with a list of members eligible to vote.

To be eligible to vote, a member must be in good standing according to the official records of the Local at the close of the April meeting. The Secretary/Treasurer shall assist the Election Committee, at the request of the committee, with questions relating to voter eligibility.

Section 9: The Election Committee shall have printed an adequate number of ballots and voting instructions to mail each eligible member and for those who state they did not receive a ballot by mail. Should a member fail to receive a ballot by mail he/she may obtain one from a member of the Election Committee! The Election Committee shall maintain an accurate accounting of all ballots at all steps of the election procedure.

Section 10: Ballots shall be mailed in an envelope with the word "BALLOT" printed in bold letters in the lower left hand corner and with a return address in the upper left hand corner. Ballots shall be accompanied by a copy of the printed voting instructions and two (2) envelopes. The larger envelope shall be stamped and shall have the member's name and address printed on the reverse, and shall be addressed to Election Committee, Dallas, Texas Area Local, American Postal Workers Union, AFL-CIO, c/o a suitable address as established by the Election Committee. The word "**BALLOT**" shall be printed in bold letters in the lower left hand corner of the envelope. No other matter shall be enclosed in either the outer envelope or the Ballot envelope except the printed instructions.

Section 11: The member voting shall indicate his choice for each of the officers names by making an X or a check mark in the box opposite the name of the candidate for whom

he wishes to vote. The voter shall then seal his ballot in the mail envelope, without any writing or other means of identification upon it, enclose this envelope in the larger one and complete the address in accordance with the instructions enclosed with the ballot.

Section 12: Ballots, to be valid, shall be at the designated address not later than 10:00 AM on the Saturday preceding the regular monthly meeting in May of the election year. They shall be taken from the designated address on or about 10:00 AM on the Saturday preceding the regular monthly meeting in May of the election year by at least three (3) members of the committee. The Chairman of the Election Committee shall be responsible for having tally sheets properly prepared. The Election Committee shall count all Ballots on the day they are removed from the designated address. Any candidate or his designee has a right to witness all election processes. The Election Committee may grant approval for a candidate to have more than one (1) observer.

Section 13: The candidate or candidates receiving the highest number of votes for each office shall be declared elected. In the case of a tie affecting the final selection of one or more candidates, only the names of the tied candidates shall be re-submitted to the Election Committee, who shall prepare a ballot and conduct another election. The official election results, signed by members of the Election Committee, shall be announced at the **special** monthly meeting in May. The term of office of all elected officers shall commence with the regular meeting in June and will consist of a three year term.

Section 14: Any member who feels aggrieved in connection with the conduct of a Local election shall file his grievance in written form, with the Election Committee, within 72 hours after his/her grievance arises. The Election Committee shall render a decision within three (3) days. Appeals from decisions of the Election Committee shall be to the National Election Appeals Committee as described in the National Constitution.

ARTICLE 10

Election and Duties of Convention Delegates

Section 1: The number of paid delegates from the Dallas, TX. Area Local to State and National Conventions shall be one (1) delegate per 125 members from each craft. When applicable, the delegates for the Clerk Craft shall include two additional delegates from associate office of 75 or fewer members. All fractional percentages will be rounded up to the next whole number. The actual number will be calculated based on figures available ninety (90) days prior to the start of each convention. The expenses of the delegates will be determined by the GSA rate.

Section 2: At the regular meeting in April of each year, delegates to the State and National Conventions will be nominated. From those nominated, the delegates to the State and National Conventions will be elected at the special meeting in May of each election year by the same balloting procedures as prescribed in the election of Officers. Any elected delegate of this Local who fails to attend two successive bi-monthly Union meetings shall have his/her position as delegate vacated in accordance with the provisions of Article 9 Section 5 of the Local Constitution and By-Laws. Any/Every candidate who receives at least one vote in the election shall be deemed as having been elected. The Trustees will make the results of any and all requests for an excused absence a part of the regular meeting minutes.

Section 3: (A): The Sergeant-at-Arms or the Secretary/Treasurer shall furnish the list

of eligible members before the nominations are declared open. For one's attendance to be allowed he/she must sign the register by 2:45 PM on the day of the meetings for which he/she wishes to claim his/her eligibility for convention purposes. Also, he/she must stay until 3:20 PM on the days of the regular meetings. No member of this Local shall be eligible to be elected a delegate or serve as a delegate to a State or National Convention, State or National Legislative Conference or any district meeting who is in the zone of consideration on any Postal Service supervisor roster, or who is in an acting supervisor capacity, unless he/she removes himself/herself from the position of acting supervisor and notifies the Postmaster by letter (with a copy being sent to the Local President) that he/she is requesting his/her name be removed from any Postal Service Supervisor Roster.

(B): A candidate for office in the Local must be a member in good standing to be eligible for nomination.

(C): No member holding office in any other organization representing employees for the purposes of collective bargaining or in administrative proceedings can be elected or appointed as an officer of the APWU; nor can he/she be seated as a delegate to the National or State Convention.

(D): Any employee eligible to be a member of the American Postal Workers Union who voluntarily holds a managerial, supervisory or EAS position with responsibility for issuing or recommending discipline or for applying or interpreting the National Agreement, for the equivalent of a two-week period in a year, shall be ineligible to hold office at any level of the APWU or to be a delegate to any convention held by the APWU or any subordinate body of the APWU so long as the employee continues to serve in such position, and for a period of one (1) year from the time the employee vacates such position. Any member who has submitted an application to a managerial, supervisory or EAS position with responsibility for issuing or recommending discipline or for applying or interpreting the National Agreement shall withdraw such application prior to acceptance of nomination for any office in the APWU.

(E): Any member who voluntarily, after August 31, 1984, holds, accepts or applies for any managerial or supervisory position, EAS position, the PASS Program or any other managerial program for any period of time, whether one (1) day or a fraction thereof, either detailed, acting, probationary or permanently, after being elected or appointed to any office, shall immediately vacate any office held by that member in the Local or any subordinate body of the APWU which receives financial support or uses the name of the American postal Workers Union.

Section 4: Should an active member who is eligible, but not elected, desire to go to the State Convention at his/her own expense, and if he/she agrees to attend the business sessions of the convention and report back to the Local as elected delegates do, he/she shall be authorized as an official delegate from this Local and the Local shall reimburse him/her for the amount of registration fee of the convention.

Section 5: All delegates duly sent to the conventions to represent this Local shall be required to attend all business meetings of the conventions unless detained by committees or some other function of the convention. They shall make a report of said convention sessions at the next meeting of the Local.

Section 6: The President, Executive Vice President, Secretary/Treasurer, all Craft Directors and BMC Director shall be automatic delegates to all State and National Conventions. Additional delegates will be elected by each craft on a Per Capita Pro Rata

basis in accord with the formula set forth in Article 10 Section 1.

Section 7: The President may call a meeting of the Executive Board two months prior to the State AFL-CIO Convention for the purpose of determining the number of delegates to send from the Local and their expenses.

ARTICLE 11

Executive Board

Section 1. The Executive Board shall consist of President, Executive Vice President, Secretary/Treasurer, Editor of the Local Paper, Director of the Clerk Craft, Director of Motor Vehicle Craft, Director of Maintenance Craft, BMC Director and Director of Human Relations/Chaplain. They shall, during the interim of meetings, be vested with the authority to initiate such measures as may be most effective in the interest and protection of the membership. The President of the Local shall preside at all meetings of the Board and the Secretary/Treasurer shall act as Secretary to the Board.

Section 2. The Executive Board shall have the authority and responsibility to recommend establishment of full or part time officers, as needed, and recommend a reasonable rate of compensation. These recommendations must be approved or disapproved by majority of the members present and voting in the next scheduled regular meeting of the Membership.

Section 3. The Executive Board shall meet whenever the business of the Local requires it at such time and place as designated upon call of the President. Two-thirds of the members of the Executive Board shall constitute a quorum. If any three members of the Executive Board request a meeting be held, the President shall call one within ten (10) days.

ARTICLE 12

Committees

Section 1. Upon assuming his/her office, the President may appoint members to the following committees: Publicity, Entertainment, Legislative, Membership, Women's Auxiliary, Constitution and By-Laws, and other committees he/she deems necessary for the Local. The members of the respective committees shall be notified of their selection and the President shall announce his/her selection(s) just as soon as is practicable.

Section 2. The Arbitration Committee shall consist of the Executive Vice President, the Directors of the Motor Vehicle, Maintenance, and Clerk Crafts and the President. The President shall call all available committee members together to study and make recommendations whether or not to arbitrate a grievance at the Local's expense.

ARTICLE 13

Membership and Dues

Section 1: There shall be two types of dues paying Membership -Active and Associate.

Section 2: A new Member's dues shall become effective in the month he or she is accepted in Membership in this Local. All new Members must submit a signed Dues Check-Off Form (1187) at the time they make their application for Membership.

Section 3: The revenues of this Local shall be established at **\$15.40** per member,

biweekly, PLUS the National APWU per capita tax in accordance with the National APWU Article 16 Section 2(a). Future dues increases shall be in accordance with the National APWU Constitution and By-laws.

Section 4: The regular dues of associate members shall be an amount equal to the national per capita per member plus \$2.00, except as provided in Section 4 above.

Section 5: When a local in the Dallas, Texas Sectional Center or contiguous installation has indicated that a majority of their members, meeting in a regular meeting of their local and voting by secret ballot, want to join the Dallas, Texas Area Local, the Secretary/Treasurer of the Dallas, Texas Area Local shall notify the membership by placing notices on the union bulletin boards at each installation twenty (20) days in advance of a regular meeting and the membership, by a majority vote of the members present and voting by secret ballot, shall determine whether or not to accept the petitioning local into the Dallas, Texas Area Local.

ARTICLE 14

Financial Operations

Section 1: Fiscal Year and Audits

- A.** The Fiscal Year of this Local shall coincide with the calendar year.
- B.** The financial records of the Local shall be audited semi-annually by the Trustees, with a minimum three-day advance notice to the Secretary-Treasurer. The results of such audits shall be published in an annual report by the Secretary-Treasurer and shall be made available to any member desiring a copy.

Section 2: Cash Funds

The following cash funds shall be maintained, each fund being held in one or more accounts at a depository approved by the Local.

- A.** General Fund
- B.** Reserve Fund
- C.** Convention Fund
- D.** Scholarship Fund
- E.** Building Contingency Fund
- F.** Representation Fund
- G.** Leave Liability Fund

Section 3: Revenues

- (A)** Except as provided in Article VIII, Section 3, the Secretary/Treasurer shall collect and deposit all cash monies, tendering official receipts therefore, and shall designate persons to collect cash monies in his/her stead who shall be authorized to tender temporary receipts therefore.
- (B)** All monies, excepting interest and those contributions made for specific purposes, shall be deposited into the General Fund.

Section 4: Fund Transfers

- A.** The Secretary/Treasurer shall transfer each month from the General Fund to the other various funds the constitutionally mandated amounts as follows.

- B.** The Reserve Fund shall receive 25 cents per paying member per month.
- C.** The Convention Fund shall receive 60 cents per paying member per month.
- D.** \$1500.00 per year will be placed in the Pat Davis Scholarship Fund.
- E.** A Building Contingency Fund shall be established in the amount of \$20,000.00
- F.** The Representation Fund shall receive 40 cents per member per month.
- G.** The Leave Liability Fund shall receive 30 cents per member per month.

Section 5: Expenditures

(A) The monies in the General Fund may be disbursed:

- 1)** For the regular and ongoing expenses of the Local by concurrence of the President and the Secretary/Treasurer. All purchases for capital equipment (capital equipment being defined as any piece of equipment, component i.e. computer components that cannot stand alone and must operate in conjunction with other components whose total price exceeds \$900.00 or any single item costing over \$900.00) must have the approval of the Executive Board and/or a two-thirds majority of the members present and voting at a regular or special meeting.
- 2)** For the transfer monies as provided in Section 4 above.
- 3)** For purposes approved by a majority vote of those members present and voting at a regular or special meeting.
- 4)** For purposes approved by the Executive Board acting within the authority granted by Article 11.

(B) The monies in the Reserve Fund may be disbursed for purposes approved by a two-thirds majority of the members present and voting at a regular or special meeting providing that the enabling motion shall address the question of whether or not to replenish the fund, and, if so, the source of the monies.

(C) The monies in the Convention Fund may be disbursed for the purpose of the expenses of delegates and delegations to those conventions to which this Local sends an official delegation, and only by a two-thirds majority of the members present and voting at a regular or special meeting.

(D) The monies in the Scholarship Fund shall be disbursed in payment of two scholarship awards each year in the amount of seven hundred and fifty dollars (\$750.00) each as awarded by the Scholarship Award Committee.

(E) The monies in the Building Contingency Fund may be disbursed for extraordinary expenses (e.g. heating system failure, damages not covered by insurance) incurred in maintaining the Union Hall in a proper and modern condition, by the authority of a two-thirds majority of the members present and voting at a regular or special meeting. Monies earned as interest on this Fund shall go to the General Fund unless such monies are needed to replace an authorized expenditure and maintain the required balance of the Fund.

(F) The monies in the Representation Fund may be disbursed for purposes of both local grievance and local negotiations, arbitrations, and legal expenses by concurrence of the President and the Secretary/Treasurer and for purposes of the expenses incurred by the officers and members of the Local in connection with approved educational purposes as authorized by the majority of those members present and voting at a regular or special

meeting.

(G) The monies in the Leave Liability Fund shall be disbursed for the purposes of paying for leave accumulated by officers during their term of office per Article 19 of the National Constitution.

ARTICLE 15

Amendments

Section 1: Any member may submit an amendment to the Constitution at any time by giving it to a member of the Constitution Committee or the President, provided it is submitted in writing.

Section 2: The Constitution Committee shall meet at a regular meeting of the committee for the purpose of studying a proposed amendment or amendments and such meeting will not be conducted at the same hour and date of the regular meeting of the Local. They shall determine if it is in proper form, properly worded and does not conflict with any existing article or section of the present Local, State or National Constitution.

Section 3: The committee chairperson or another member of the committee designated by the chairperson, shall read said amendment to the members of the Local at the next regular meeting after they have received and studied the proposed amendment and declare as follows: "Unless a valid reason can be given, this proposed amendment shall be posted for a period of at least 20 days between now and the next regular scheduled meeting." A valid reason is defined as that of improper wording or contrary to any part of the existing Local or National Constitutions of the APWU. Amendments to the proposed constitutional amendments shall be in order at the time the changes are being discussed. A proposed amendment may be tabled by a two-thirds majority of the members present and voting at the time the amendment is being read and/or discussed.

Section 4: If passed by a two-thirds majority of the members present and voting at the next regular meeting, it shall become a part of the Local Constitution.

Section 5: A defeated amendment is thereby prohibited from being presented for a period of five (5) months after it has been defeated.

Section 6: In June of each odd-numbered year, a Constitution will be printed. A corrected copy of the Local Constitution and By-Laws shall be on display at the offices of the Union and available online on the Local's website. In addition, if a member specifically requests, in writing, a hard copy will be mailed to his/her address of record.

ARTICLE 16

By-Laws and Procedure

Section 1: When the presiding officer is addressing the meeting or putting a question, strict silence shall be observed by the members.

Section 2: Any member desiring to speak on a subject under consideration shall rise and address the Chair. Such member may not proceed until recognized by the Chair.

Section 3: A member shall not speak more than five (5) minutes at any time nor more than once on the same subject or question until all who wish to speak have had the opportunity to do so, nor more than twice on the subject or question unless some member yields his time or unanimous consent be given by the Local.

Section 4: All motions must first be stated by the Chairman before they can be

debated.

Section 5: A member shall not be interrupted while speaking except by a Call of Order, or for the purpose of explanation.

Section 6: A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be entertained. An amendment destroying the intention of the original question or relating to a different subject shall not be in order.

Section 7: A motion to lay on the table shall be decided without debate and cannot be reconsidered at the same meeting.

Section 8: When a question is postponed indefinitely, it shall not be acted upon again at that meeting.

Section 9: Personal grievances shall not be a proper matter for discussion at regular meetings.

Section 10: Any officer of this Local who fails to report at two successive meetings, except in cases of sickness or temporary absence from the city may have his/her office declared vacant in accordance with the provisions of the LMRDA, and a successor will be appointed.

Section 11: Twenty-five (25) members shall constitute a quorum for the transaction of business at any regular or special meeting and fewer than that number shall adjourn to meet at a future specified time.

Section 12: In the absence of other authority, the deliberations of this Local shall be governed by Roberts Rules of Order.

Section 13: The President shall appoint a Parliamentarian who shall familiarize himself/herself with the rules of procedures as set forth in the Constitution and By-Laws of this Local and the rules of parliamentary procedure in Roberts Rules of Order as revised. All questions regarding parliamentary procedure shall be referred to him by the Chair for decision. Any decision by the Parliamentarian shall stand unless the rules are suspended by a two-thirds vote of the members present and voting, as provided in Roberts Rules of Order. The Local shall furnish the Parliamentarian with a copy of Roberts Rules of Order.

ARTICLE 17

Order of Business

1. Call to order.
2. Invocation.
3. Reading of the Minutes.
4. Applications for Membership.
5. Report of Officers
6. Recommendations of the Executive Board
7. Unfinished Business
8. New Business.
9. Report of Regular Committees
10. Report of Special Committees
11. Report of Delegates.
12. Adjournment

The order of business may be transposed by a majority vote of those present and voting.